



**WAR RESERVE MATERIEL (WRM) PROGRAM
GUIDANCE AND PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR for this publication is TSgt Kim Seath. This supplement implements and extends guidance of Air Force Instruction 25-101, 25 October 2000, and describes the management, procedures, and responsibilities for the operation and delivery/storage of WRM Meals Ready to Eat (MRE) at Francis E. Warren Air Force Base. This publication applies to 90th Space Wing, Francis E. Warren Air Force Base personnel on base and at missile facilities. This supplement does not apply to Air Force Reserve Command nor Air National Guard units. Comply with AFMAN 37-139, *Records Disposition Schedule*, for all documents being created and/or maintained; AFI 33-332, *Privacy Act*, for all documents containing privacy act information and DODR 5400.6, Air Force Supplement, *Information Security Program*, Chap 4, for FOUO information.

SUMMARY OF REVISIONS

This publication is substantially changed and must be completely reviewed.

1.13.2.3. WRM Program Manager (WRMPM). The Chief, Wing Plans and Programs is appointed as the WRMPM.

1.13.4.18. (Added) WRM Officer (WRMO)/NCO responsibilities:

1.13.4.18.1. (Added) Oversee the storage, inventory and movement of all WRM MRE assets.

1.13.4.18.2. (Added) Responsible for the authorship of the 90th Space Wing directive on WRM MREs.

1.13.4.18.3. (Added) Inspect for compliance a minimum of two Missile Alert Facilities (MAF) per squadron each calendar year.

1.13.5.1. (Added) War Reserve Materiel Manager (WRMM)/Flight and Squadron Commander responsibilities:

1.13.5.1.1. (Added) The 319th, 320th, 321st and 400th Missile Squadron commanders will appoint a WRMM for their respective squadron MRE reporting. Appointment letters will be forwarded to the WRMO/NCO.

1.13.5.1.2. (Added) Squadron commanders are responsible for assigning a Report of Survey (ROS) Officer and ensuring that all ROS actions, DD Forms 200, **Financial Liability Investigation of Property Loss**, for any lost, stolen, or missing WRM rations stored by each WRMM or Facility Manager (FM), are completed prior to replacement of MREs. ROS should be completed no later than 30 days after MREs have been identified as missing.

1.13.5.1.3. (Added) Notify WRMO/NCO and 90 OSS/OSEM in writing when changes occur.

1.13.5.1.4. (Added) Provide 90 OSS/OSEM a quarterly report on MREs by the 10th of March, June, September, and December. 90 OSS/OSEM shall forward a consolidated report to the WRMO/NCO no later than the 20th of the month.

1.13.5.1.5. (Added) A WRM placard (4" x 4" solid black triangle) will be either posted or painted on the container, including MREs stored at the Alternate Command Post (Tango).

4.7.3.1. (Added) 90th Operations Support Squadron responsibilities:

4.7.3.1.1. (Added) Prepare and maintain current MOUs for each squadron.

4.7.3.1.2. (Added) 90 OSS commander will appoint a Primary and Alternate WRMM as the POC for WRM. Forward a copy of the appointment letter to the WRMO/NCO.

4.7.3.1.3. (Added) Order, procure, issue and replace outdated MREs.

4.7.3.1.4. (Added) Provide cases of WRM MREs for storage by the 319th, 320th, 321st and 400th Missile Squadrons at each MAF.

4.7.3.1.5. (Added) Replace rations as required when notified by the WRMO/NCO.

4.7.3.1.6. (Added) Ensure public health office inspects operational rations prior to pickup by 319th, 320th, 321st and 400th Missile Squadrons.

4.7.3.1.7. (Added) Ensure AF Form 1297, **Temporary Issue Receipt**, is annotated to indicate rations were inspected.

4.7.3.1.8. (Added) Maintain the signed AF Form 1297 on file for audit and inspection purposes.

4.7.3.1.9. (Added) Ensure all rations issued on AF Form 1297 are added to the accountable inventory.

4.7.3.1.10. (Added) Ensure AF Forms 1297 are revalidated annually.

4.7.3.1.11. (Added) Load rations onto installation vehicles provided by 319th, 320th, 321st, and 400th Missile Squadrons.

4.7.3.1.12. (Added) Monitor all rations to ensure they are rotated 180 days prior to the final expiration date.

4.7.3.1.13. (Added) Replenish lost, stolen, or missing rations after completion of the ROS.

4.7.3.1.14. (Added) Obtain extensions on outdated MREs from proper authorities.

4.7.3.1.15. (Added) The 90 OSS WRMM will provide and prepare DD Form 1574 to squadron WRMMs during a complete swap-out.

- 4.7.3.1.16. (Added) The 90 OSS WRMM is designated as the Inspection Activity on DD Form 1574.
- 4.7.5. (Added) Facility Manager (FM) responsibilities:
- 4.7.5.1. (Added) FMs will be responsible for security and control of all stored MREs.
- 4.7.5.2. (Added) FMs will assist in the identification/replacement of outdated MREs.
- 4.7.5.3. (Added) FMs will notify WRMO/NCO and 90 OSS/OSEM when WRM MREs need replenishing due to consumption or loss.
- 4.7.5.4. (Added) FMs will conduct a visual inspection of MRE bulk container at time of shift change and annotate the OG FL-06. The use of seals on MRE bulk containers is authorized.
- 4.7.5.5. (Added) FMs will forward a quarterly report to their respective squadron WRMM.
- 4.7.5.6. (Added) WRM MREs will be stored at each MAF either in the tunnel junction or topside in the main building of the MAF, or any combination thereof. The storage location should minimize opportunities for pilferage and reduce exposure to extreme environmental conditions in order to maximize shelf life. Under no circumstances will MREs be stored in the garage. MREs stored in the Tunnel Junction will comply with hardness requirements identified in T.O. 21M-LGM30G-2-31.
- 4.7.5.7. (Added) An AF Form 1297 will be signed to accept MREs.
- 4.7.5.8. (Added) Each container will have a DD Form 1574 annotated with the date of acceptance, date the FM received the MREs, posted to the outside.
- 4.7.5.9. (Added) The following information shall be attached or filed with the DD Form 1574: Lot number and quantity, expiration date, and inspection date. Maintain in accordance with AFMAN 37-139.

THOMAS D. SHEARER, Col, USAF
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